

	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Policy Manual
	<b>Part No./Name</b>	4/Human Resources
	<b>Section No./Name</b>	4-02/DCFS Time and Attendance
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	<b>Effective Date</b>	07/01/15

## I. STATEMENT OF POLICY

[Civil Service Rule 15.2](#) requires certification of \*payroll and attendance records by both an employee and his/her appointing authority or designee of hours actually worked and leave taken during a payroll period.\* This policy sets forth the responsibilities for completion and maintenance of time and attendance records for the Department of \*Children and Family Services, and\*\* applies to all employees with the exception of Gubernatorial Appointees.

Time and Attendance record keeping is the responsibility of the individual \*organizational units. The [DCFS Time Entry Sign-In Sheets](#) are the source documents for time entry into the LaGov Time Management System for Non-LEO employees. The Time Administrator must enter daily/weekly the information derived from the [DCFS Time Entry Sign-In Sheets](#) for Non-LEO employees, using the appropriate attendance/absence codes as outlined in the [LaGov HCM Time Administration Quick Reference Card](#). LEO entry employees are responsible for inputting their leave requests and attendance hours (overtime, “on-call”, etc.) daily through the LEO system, and supervisors are to take appropriate action on these requests (i.e. approve or reject). The LEO Detailed Time Statement is then generated after each pay period closes.\*\*

The \*[DCFS Time Entry Sign-In Sheets](#) and LEO Detailed Time Statements along with any applicable paper documents (i.e.\*\* Application for Leave, \*\*\* Report of Overtime Worked, \*etc.) are legal documents. These documents must be complete, accurate, and\*\* legible and completed in ink, \*preferably blue or black.\*\* As no white-outs are allowed, corrections must be made by drawing a single line through the error, writing the correct data, and initialing the change. \*\*\* The employee's initials \*and/or signature\*\* and Appointing Authority's or designee's signature certifies that each person has reviewed the \*LEO Detailed Time Statement or [DCFS Time Entry Sign-In Sheets](#) along with any leave/attendance paper documents,\*\* and all entries are accurate in every detail.

\*Original signed documents are to be maintained in the organizational unit's time and attendance files by payroll period number. When it is not feasible to obtain original documents (such as employees that physically work in a location different from their direct supervisor), scanned signed or e-certified, where applicable, copies will suffice for record keeping purposes.\*\*

## II. PROCEDURES

### Responsibilities

#### A. \* Appointing Authorities or Designees shall:\*\*

1. \*Assign positions/employees to serve as Time Administrator and as Time Administrator Reviewer, and ensure these individuals complete all required training on performing time administration duties.\*\*

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2. \*\*\* **\*Ensure\*\*** that specific external and internal audit findings, \*\*\* corrective measures, and staff training **\*address** the audit findings, **and\*\*** are clearly communicated and documented in the performance planning and **\*evaluation\*\*** sessions/documents of individuals who perform time and attendance functions.

**B. \*Non-LEO Employees shall:\*\***

1. \*\*\* Sign in and out on a daily basis **\*on the DCFS Time Entry Sign-In Sheet** indicating the actual hours worked along with any\*\* leave \*\*\* taken, **\*if applicable,** or overtime **hours worked.\*\***  
\*\*\*
2. \*\*\* Initial sign-in sheets **\*after\*\*** the end of the pay period.
3. **\*If\*\*** not reporting to a designated office location on a regular basis, **\*Non-LEO employees** must maintain a properly prepared **DCFS Time Entry Sign-In Sheet** and submit the \*\*\* sheet and supporting documentation for any leave taken and overtime worked to the administrative office by the end of each week in a pay period.
4. \*\*\* Submit \*\*\* an accurate and complete Application for Leave form (**SF-6**) **\*to** his/her supervisor prior to taking leave or **immediately upon** return to duty, **where** applicable.\*\*
5. When \*\*\* duties require **\*a Non-LEO employee\*\*** to be away from his/her regularly assigned office location and he/she is unable to make the daily attendance entry on the time entry sign-in sheet, the employee shall make such posting **\*immediately upon return\*\*** to the office.
6. \*\*\* **\*Obtain** prior approval, **except for when emergency situations exist,\*\*** \*\*\* before any overtime hours are worked \*\*\* **\*and** submit **the completed\*\*** Report of Overtime Worked **\*form\*\*** to their supervisor promptly.
7. \*\*\* **\*Ensure accurate\*\*** reporting of time \*\*\* **\*and\*\*** report \*\*\* any errors **\*immediately to their supervisor.\*\*** \*\*\*

**C. \*LEO Entry Employees shall:**

1. Input all leave requests and attendance hours (such as overtime, “on-call”, etc.) through the LEO system, unless specifically exempted by the Appointing Authority. LEO entry employees on extended leave are also responsible for making entries via the LEO system when conditions allow.

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2. Provide comments for leave taken and overtime hours worked for all LEO entries. Paper documents (i.e. Application for Leave, Report of Overtime Worked, etc.) must be completed when unable to make time entries through LEO due to lack of computer access or system issues and attached to the printed LEO Detailed Time Statement.
3. Provide documentation to support certain leave requests, such as subpoenas for court appearances, summons for jury duty, doctor's statement for sick leave if required by supervisor, etc. to be attached to the printed LEO Detailed Time Statement.
4. Print out LEO Detailed Time Statement each payroll Tuesday morning (i.e. Tuesday before each payday Friday) and review all entries. Time statements **are not** to be printed prior to Tuesday morning.
  - a. If all entries are correct, the employee must sign and **immediately provide all pages to his/her supervisor.**
  - b. If comments were not included in the "Notes" section for any leave taken or overtime hours worked, the employee must write the reason in the side margin, initial and date, and **immediately provide all pages to his/her supervisor.**
  - c. For any corrections needed, the employee must write in the correct entry information on the LEO Detailed Time Statement, initial the written entry, complete the appropriate paper form, and **immediately provide all pages to his/her supervisor.**

**NOTE:** All time entries not completed by the employee before payroll deadline must be reported on a Prior Period Adjustment (PPA) form to the State Office Human Resources Section. Time entry corrections that include payment for on-call hours, overtime pay hours, etc. will be included on the employee's next regular paycheck.\*\*

**D. Employees' Supervisors \*shall:\*\***

1. \*\*\* \*Ensure employee adherence to all provisions of this policy and take appropriate corrective action on employees who consistently do not comply.\*\* \*\*\*
2. \*For Non-LEO employees:\*\*
  - a. Ensure that each \*Non-LEO\*\* employee signs in and out on a daily basis when feasible using the official \*DCFS Time Entry Sign-In Sheet and completes any necessary time related paper documents.\*\* \*\*\*

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- b. Ensure that at the end of each biweekly pay period, each **\*Non-LEO\*\*** employee has initialed the **\*DCFS Time Entry Sign-In Sheet\*\*** **\*\*\*** verifying transactions recorded. **\*These\*\*** employees shall not initial the sign-in sheet before the end of the pay period.
- c. When **\*a Non-LEO entry** employee is **absent from his/her work location**, it is the supervisor's responsibility to note on the **DCFS Time Entry Sign-In Sheet** the type and amount of leave approved, if applicable. For cases of extended leave, **\*\*** the employee's supervisor shall ensure that the leave slip and sign-in sheet are mailed to the employee for completion and returned to the office **\*\*\***. Since this paperwork will be received after the payroll deadline, the Time Administrator should make the **\*LaGov\*\*** system entries timely based on the supervisor's or designee's postings for the employee. The **\*entries are\*\*** then validated when the employee's paperwork is returned.
- d. **\*\*\*** **\*Review all paper documents (Application for Leave form, Report of Overtime Worked forms, etc.) to ensure proper completion, approve, and submit\*\*** to the Time Administrator immediately upon receipt. These forms must be submitted by the end of each bi-weekly pay period with the exception of forms that include overtime worked during the last weekend of the pay period, which must be submitted by the close of business on Monday following the pay period end date.

**3. \*For LEO Entry employees:**

- a. Ensure that each LEO entry employee submits all leave and attendance requests (overtime hours worked, "on-call" hours, etc.) via LEO in a timely manner according to the procedures outlined in this policy
- b. For a LEO employee on extended leave that is not able to make time entries via LEO, notify the Time Administrator **by payroll deadline Monday morning** of the dates and type of leave to be input. Also notify the Time Administrator so he/she can print the ZT24e, LEO Detailed Time Statement, and provide to the supervisor for review and signature on payroll Tuesday morning. Ensure the leave slip and LEO Detailed Time Statement are mailed to the employee for signature and returned to the office.
- c. Review LEO time entries submitted by employees to ensure all information (i.e. type of leave/attendance, date(s) of leave/attendance, amount of time, time periods, and comments) is correct before approving. Disapprove LEO time entries not completed correctly and notify employee to re-submit corrected request in a timely manner.

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- d. Ensure that each LEO entry employee prints the LEO Detailed Time Statement after payroll closes and signs. LEO Detailed Time Statements are NOT to be printed prior to payroll Tuesday morning.
- e. Review LEO Detailed Time Statements submitted by LEO entry employees to include the following:
  - 1. Approve or disapprove entries indicated with an "X" in the Auto Post column. If approved, then the supervisor initials each of these entries.
  - 2. Ensure entries with no comments include the employee's reason written in the margin, and each is initialed by the employee. The supervisor then initials each of these entries.
  - 3. Sign the employee's LEO Detailed Time Statement along with all paper documents, where applicable, and provide to Time Administrator immediately upon completion. Supervisors should strive to have this completed by the **close of business on Wednesday after payroll closes.**
- f. When a LEO Entry employee is not able to make time entries via LEO, ensure completion of paper documents (Application for Leave form, Report of Overtime Worked forms, etc.), review to ensure proper completion, approve, and submit to the Time Administrator immediately upon receipt. These forms must be submitted by the end of each bi-weekly pay period with the exception of forms that include overtime worked during the last weekend of the pay period, which must be submitted by the close of business on Monday following the pay period end date.\*\*

**E. Time Administrators \*must:\*\***

\*\*\*

- 1. \*\*\* \*Protect\*\* the resources to which they have access by maintaining the confidentiality of their password. Any misuse of USERIDs and passwords may result in disciplinary action.
- 2. \*Complete all required on-line training through LEO system to include LaGov HCM Basic Navigation, LaGov HCM Basics of Time Administration, LaGov Introduction to StLA Help, LaGov Reporting-Basic, LaGov Reporting-Advanced,

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and any additional trainings required by the Human Resources Section for performance of Time Administrator duties.\*\*

3. \*\*\* \*Enter all hours worked for Non-LEO employees directly into the LaGov system from the [DCFS Time Entry Sign-In Sheet](#)\*\* on a daily or weekly basis.

**NOTE: The Time Administrator should not wait until the last day of the pay period to enter time for the entire pay period.**

4. \* Enter those items that LEO entry employees are unable to make due to system limitations, such as “LH” for proclaimed holidays, “LSAG” for Special Leave-Act of God, and “FMLB” for FMLA roll year. Entries are to be completed by **noon on payroll deadline Monday, unless an earlier deadline is set due to holidays.**
5. Enter those items for LEO entry employees that they are unable to make due to lack of computer access, system issues, etc. Entries are to be completed by **noon on payroll deadline Monday, unless an earlier deadline is set due to holidays.**
6. Create substitutions in the LaGov system as needed for applicable employees when holidays are observed. Entries are to be completed by **noon on payroll deadline Monday, unless an earlier deadline is set due to holidays.** (Refer to the Substitutions section of the [DCFS Time Administrator Manual](#).)
7. Print ZT24e, LEO Detailed Time Statement, on employee when requested to do so by employee’s supervisor and provide for review and signature on payroll Tuesday morning.\*\*
8. \*Ensure all changes to the time file are completed by\*\* \*\*\* the 12:00 noon deadline on the Monday following the pay period end date, \*or by any other deadline set due to holidays observed, etc. In extreme situations where a change must be made after the deadline, the State Office Human Resources Payroll staff must be contacted prior to making any change\*\* for instructions.
9. \*Run and review the ZT02 (Time Entry Audit) report to ensure all [DCFS Time Entry Sign-In Sheets](#), LEO Detailed Time Statements, and any necessary supporting documents (Application for Leave Forms, Report of Overtime Worked Forms, etc.) have been received and signed.\*\* \*\*\* Verify that \*\*\* supporting documents (Application for Leave forms, Report of Overtime Worked forms, etc.) match the entries on the \*[DCFS Time Entry Sign-In Sheets](#) or LEO Detailed Time Statements, and initial the ZT02 report to indicate completion of review and validation prior to submitting all items for review by the Time Administrator Reviewer.\*\*

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10. \* Review LEO Detailed Time Statements on employees submitted by supervisors to include:
  - a. Ensuring the employee and immediate supervisor have both signed.
  - b. Ensuring all items marked with an “X” in the Auto Post column have been initialed by the supervisor.
  - c. Ensuring items with no reason stated in Comment section, have a reason written in the margin and both the employee and supervisor have initialed each of these entries.
  - d. Ensuring any written corrections or notations have been initialed by both the employee and supervisor.
  
11. Conduct reconciliation audit after each pay period closes and then submit to Time Administrator Reviewer for the final audit, which is to be completed prior to the close of the subsequent pay period.\*\*
  
12. \*\*\* \*Complete or ensure completion of [DCFS LaGov HCM Prior Period Adjustment \(PPA\)](#) forms for reporting time entry corrections to closed pay periods, obtain appointing authority’s or designee’s signature on all PPA forms, and submit to the State Office Human Resources Section prior to the close of the subsequent pay period.\*\*
 

\*\*\* \*Attach a copy of the approved PPA\*\* form to \*\*\* supporting documents and \*place in a pending file to ensure return receipt.\*\*

\*\*\* \*Upon receipt of the completed PPA form from State Office Human Resources remove the copy of the PPA form from the pending file, compare\*\* it to the completed processed \*\*\* form and, if accurate, \*file the completed\*\* copy with documentation for the pay period \*\*\* adjusted. \*\*\* A new ZT02, Time Entry Audit Report, should be \*printed and\*\* reviewed to ensure the adjustment was input correctly.

If the correction is not accurate due to \*\*\* input error, \*\*\* e-mail \*the appropriate State Office Human Resources staff member\*\* detailing the discrepancy. \*\*\*
  
13. \*\*\* \*Maintain all time file documents for each pay period including the following:\*\*
  - a. Reconciled Time Entry Audit Report (ZT02).
  - b. \*\*\* Initialed \*and/or signed and approved [DCFS Time Entry Sign-In Sheets](#) and LEO Detailed Time Statements. \*\*

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- c. Application for Leave forms (**SF-6**) signed and dated by employee(s) and approved by employee's supervisor or designee, **\*where applicable.\*\***
- d. Report of Overtime Worked **\*forms\*\*** signed and dated by employee(s) and approved by employee's Appointing Authority or designee, **\*where applicable.\*\***
- e. Approved Prior Period Adjustment forms **\*(PPA), where applicable.\*\***
- f. Any other documentation that supports entries for audit purposes **\*such as office closure memorandums, appointing authority's approval for paid overtime, etc.\*\***

14. **\*\*\* \*Ensure\*\*** that all pay period files are made available for audit purposes upon request.

**\*\*\***

**\*NOTE:\*\*** Time Administrators have access and authority to run **\*various time related reports on employees with the most common being the\*\*** ZT02 (Time Entry Audit Report), ZT06 (Leave Balances), ZT09 (Time Entry Summary Report), and ZP136 (Total Attendance/Absence Report). **\*Refer to the [DCFS Time Administrator Manual](#) for a complete list of the LaGov time entry related reports that can be utilized.\*\***

**\*\*\***

**F. Time Administrator **\* Reviewers shall:\*\*****

1. **\*\*\* \*Monitor** and **audit \*\*** job performance of the Time Administrator relating to time and attendance functions.

**\*\*\***

2. **\* May serve as Time Administrator back-up and when this back-up individual performs Time Administration duties, then the primary Time Administrator must perform the duties of the Time Administrator Reviewer.\*\***

3. **\*\*\* \*Develop\*\*** internal procedures for:

- a. Reporting timely and accurately leave taken **\*\*\* \*and attendance hours worked.\*\***
- b. Time entry **\*and\*\*** verification of entries.

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- c. Time File maintenance/supporting documentation by pay period.
- d. Requesting/changing/deleting position security.
- e. Auditing Time Administrator's personal time entries.
- f. Monitoring \*\*\* employee's \*compliance with the provisions of this policy, and notifying appropriate supervisory staff of any needed corrective action.\*\*

\*\*\*

4. \*\*\* \*Perform reconciliation of the time and attendance documents\*\* \*\*\* to the Time Entry Audit Report (ZT02). \*\*\* This review \*should be completed prior to the close of the subsequent pay period.\*\* \*\*\* The following procedures are used to reconcile:

- a. \*\*\* \*Review the [DCFS Time Entry Sign-In Sheets](#) and LEO Detailed Time Statements for accuracy and proper completion, and ensure that all related documentation relative to attendance and leave\*\* \*\*\* has been received.
- b. Ensure all daily entries on the Time Entry Audit Report (ZT02) are the same as those entries on the \*[DCFS Time Entry Sign-In Sheets](#) and LEO Detailed Time Statements\*\* and all completed supporting documents are attached.
- b. In the event there is a difference, make a notation on the Time Entry Audit Report (ZT02) of corrections needed.
- c. Sign \*\*\* the \*Time Entry Audit Report\*\* (ZT02) as evidence that reconciliation was done.
- d. Return the above documents to the Time Administrator to process any corrections needed using \*[DCFS LaGov HCM Prior Period Adjustment \(PPA\)](#) forms and to file in Pay Period Files.

\*\*\*

**G. \*State Office Human Resources staff are to:**

- 1. Communicate time and attendance related information to all DCFS Time Administrators. Such information may include office closure instructions, time entry deadline changes due to holidays, additional training requirements, etc.

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2. Review time and attendance related reports to ensure entries comply with department policies and to ensure substitutions, when applicable, have been set up correctly.\*\*
3. \*\*\* \*Input time entry corrections reported on Prior Period Adjustment (PPA) forms and return the completed PPA\*\* form to the Time Administrator noting that the adjustment was processed and the date it was processed.
4. \*Report identified issues, problems, non-compliance to Time Administrators, Supervisors, and/or Appointing Authorities or their designees.\*\*

**H. \*State Office Human Resources Security Administrator is to:**

1. \*\*\* \*Assign\*\* a Time Administrator identification number (group number) that is unique to their agency and groups the employees that are assigned to each Time Administrator for time entry duties. Each employee is assigned the corresponding Time Administrator group number in the \*LaGov\*\* master data record.
  2. \*\*\* \*Receive completed [HR-16 DCFS LaGov HCM Request for Position Security](#) form \*\*\* to establish, change, or delete a position's security. The Security Officer \*Administrator verifies to ensure correctness of information and that all appropriate signatures are affixed,\*\* submits the request via the on-line\*LaGov\*\* Security Application system to establish appropriate security records, and notifies the User when access is established. The Security \*Administrator\*\* maintains a file of all completed forms.
- \*\*\*
3. \*Periodically reviews the ZS06 Position Security report to identify employees with security access that have not logged into the system for a period of time to determine if access rights need to be changed or deleted on any position.\*\*

\*\*\*

**III. FORMS AND INSTRUCTIONS**

[\\*DCFS Time Entry Sign-In Sheets](#)  
[Civil Service Application for Leave \(SF-6\)](#)  
[DCFS Report of Overtime Worked](#)  
[DCFS LaGov HCM Prior Period Adjustment \(PPA\)](#)  
[HR-16 DCFS LaGov HCM Request for Position Security](#)

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#### IV. REFERENCES

##### Civil Service Rule 15.2

DCFS Policy [4-4](#) Accrual and Use of Leave for Classified Employees

DCFS Policy [4-15](#) Overtime Compensation

DCFS Policy [4-11](#) Family and Medical Leave Act

DCFS Policy [4-20](#) Work Hours

DCFS Policy [4-21](#) Crisis Leave Pool

DCFS Policy [4-10](#) Human Resources Procedures for Disaster Operations

DCFS Policy [1-02](#) Emergency Preparedness

[DCFS Time Administrator Manual](#)

[LaGov HCM Time Administration Quick Reference Card](#)\*\*

##### Record Retention

Pay period files must be retained \*in accordance with the Human Resources record retention schedule included in Policy [6-2](#) (Retention of Departmental Records).\*\* \*\*\* Those files that are in litigation must not be destroyed as long as the case is pending, or until the appropriate State or Federal audits have been conducted.

##### Definitions

*Appointing Authority* - designee authorized to approve \*hours worked and\*\* leave taken, \*\*\* and/or approve \*DCFS\*\* Time Entry Sign-In Sheet \*and LEO Detailed Time Statement along with any leave/attendance paper documents.\*\*

\*DCFS\*\* Time Entry Sign-In Sheet - official form on which \*Non-LEO\*\* employees record daily \*hours worked and, if applicable, leave taken\*\*. \*\*\*

\*\*\*

\*Employee Time Management Status – indicated by the following:

1 = Positive Time Entry – all hours worked must be entered, as well as leave taken for applicable employees.

9 = Negative Time Entry – only exceptions to the employee’s work schedule must be entered (i.e. leave taken, overtime hours worked, on-call hours, etc.)

LEO - acronym for Louisiana Employees Online system.

LEO-CATS - acronym for Louisiana Employees Online – Cross Application Time Statement system.

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**LEO Entry Employee** - an employee that utilizes the LEO system or the LEO-CATS system to make leave and attendance entries to their time file record each pay period. These individuals may be set up on either negative or positive time entry status.

**LEO Detailed Time Statement** - time document that contains up-to-date leave and attendance information on a LEO entry employee or a LEO-CATS entry employee as approved by the employee's supervisor, along with automatic postings that may occur.

**Non-LEO Employee** - an employee that does not have access to the LEO system, and therefore must utilize paper documents to record hours worked. These individuals are normally on positive time entry status and include students, WAE's, and job appointments that work a part-time schedule.\*\*

\*\*\*

**Pay Period** - the two-week payroll period, which begins on a Monday and ends on a Sunday.

\*\*\*

**Pay Week** - the week following the end of a pay period. Events occurring during this period include payroll calculation, system generation and problem resolution. This period ends with Friday which is payday.

**Primary Time Administrator** - the individual assigned to **\*perform\*\*** time and attendance **\*duties\*\*** for employees within their unit or section.

**Prior Period Adjustment (PPA)** - a corrective entry for hours worked/leave taken during a prior reporting period that is entered by **\*the appropriate State Office Human Resources\*\*** staff \*\*\*.

**Secondary Time Administrator** - individual assigned to **\*perform\*\*** time and attendance **\*duties\*\*** for employees within their unit or section in the absence of the Primary Time Administrator.

**Security Officer** - the employee in the **\*State Office\*\*** Human Resources Section \*\*\* that **\*is\*\*** assigned the responsibility of establishing and maintaining **\*LaGov** security **access and\*\*** records.

**Time Administrator \*Reviewer\*\*** - the individual responsible for **\*review and oversight\*\*** of the time and attendance function within a unit, section or division, as determined by the Appointing Authority or designee.

**Time Entry Audit Report (ZT02)** - a report printed by Time Administrators daily/weekly that documents all information entered on the Time File **\*by an employee via the LEO or LEO-CATS systems and/or by a Time Administrator.\*\***

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*Time File* - a file of employee time records that is utilized each pay period to accumulate employee time and distribution information. A time record is generated automatically each pay period for any employee whose status is Active, which is then updated by **\*LEO entry employees, LEO-CATS entry employees, time administrators, and/or State Office Human Resources\*\*** personnel.

*Time **\*Management\*\*** System* - the on-line **\*LaGov\*\*** application that accommodates employee time and distribution reporting.